

Installation Reassignment Processing Branch (Levy)

Frequently Asked Questions

FAQ Sheet

The following are frequently asked questions pertaining to matters concerning Permanent Change of Station (PCS) moves. If you have further questions not addressed on this sheet, please see your S-1's immediately or call and inquire at 287-2910.

1. How do I get my orders? Orders are published and placed in a unit distribution box on a daily basis to be picked up by the S-1 staff named on the access roster provided by the S-1. **S-1's are the only individuals authorized to pick-up orders for Soldiers.** As a rule, enlisted Soldiers in the grades of E-8 thru E-1 will not be given their orders at the Levy Section; unfortunately our staffing does not support that convenience. **Officers, Command Sergeants Majors, and Sergeants Majors have the option of picking up their orders or allowing the S-1 to pick them up upon notification that the orders have been published.**

2. Do I need to schedule a Levy Briefing? If you are **PCSing directly to a stateside duty station, with no Temporary Duty (TDY) involved,** you **will not** need to schedule a levy briefing; however you **do need to** ensure that your personnel records are accurate and up to date. Ensure marital, dependent, ETS date, security clearance, stop/move codes, and flag statuses are correct. Ensure DD93 and SGLI documentation is up to date. All of these data elements can be updated and corrected at the unit S-1 and will be validated prior to orders being published. If you are **PCSing overseas (this includes Alaska and Hawaii) or you have TDY in conjunction with your move,** you **will need to schedule a levy briefing by calling 287-2910.** If you fail to schedule a levy briefing, this will not make the assignment instructions (AI) or the orders go away. More likely than not, dependent information will be omitted from the orders, as this is the majority of the information obtained in the levy briefing. **Once the orders are published it is the S-1's responsibility to pick-up the orders and distribute to Soldiers. Orders will not be given to individual Soldiers.**

Rule	If the Soldier is—	And there is—	Then Soldier must—
1	PCSing to Conus	Without TDY	Ensure personnel records are up to date and accurate as orders will be published by data on record.
2	PCSing to OCONUS	Without TDY	Schedule a required levy briefing by calling 287-2910.
3	PCSing to CONUS or OCONUS	With TDY	Schedule a required levy briefing by calling 287-2910. At this briefing the TDY option will be determined.
4	PCSing on post	With or without TDY	Ensure personnel records are up to date and accurate as orders will be published by data on record. TDY option will be TDY and return regardless of dependency status

3. When can I sign a Declaration of Continued Service Statement (DCSS)? There are two conditions that allow Soldiers to sign a DCSS. (a) First Term Soldiers (never reenlisted) are allowed to sign a DCSS if they have assignment instructions with a service remaining requirement (SRR) greater than the time period left on their current contracts (ie., Soldier is on AI for Korea, which is a 12 month tour, but only has 8 months left on enlistment contract). This Soldier should pick-up a copy of a First Termers' Declaration Statement from their S-1 or our Customer Service desk and seek guidance from their Career Counselor within 30 days of the AKO notification of the assignment. This type of DCSS has no repercussions for the first termers and is only available and valid if the Soldier does not have enough time on the current contract to meet the SRR; if the Soldier has enough time to meet the tour requirement, the Soldier will comply with the assignment instructions. (b) A Career or mid-career Soldier must extend or reenlist to meet the SRR for the AI provided from the branch. If this category Soldier refuses to extend or reenlist to meet the SRR, then the DCSS must be signed. Seek guidance from Career Counselor and take appropriate action within 30 days of AKO notification of the assignment.

4. If I already have a security clearance, why can't I get my orders published without going through my S-2 Office? III Corps & Fort Hood has a policy that requires the Installation Security Office to provide the Reassignment Branch (Levy) with the approval to ship Soldiers only after that office has validated that the Soldier has met the specific criteria of the AI; therefore, it is pertinent that Soldiers go directly to their S-2 Office and began processing/scheduling for EQUIP and finger printing at the Installation Security Office. Upon meeting the criteria of the AI, the Installation Security Office will notify this office in writing that the Soldier meets the shipping criteria and the orders will be published for the S-1 to pick-up.

5. Why do orders for TDY at Fort Sam Houston take so long to get completed? This is a matter that this office has been attempting resolve for some time. Fort Sam Houston will not release line of accounting (LOA) information on any of their schools earlier than 30 days from the start date; therefore, the information is not available to for completed orders. However, this office will publish orders for Soldiers (by report date), to be followed at a later time by an amendment with the LOA information as soon as the information is made available to us. This will allow Soldiers to start their PCS process and have an order in hand.

6. My Schools NCO is telling me that I have to go TDY enroute because of the code in ATRRS, but I want to go TDY and return. How can I change my TDY option? There is a glitch in the ATRRS coding for TDY. The TDY travel option is determined by marital/dependency status regardless of the code in ATRRS. Soldiers who have TDY in conjunction with their PCS are required to schedule a levy briefing. At the briefing is when Soldiers with Family Members can elect a TDY option of enroute or return. **Single Soldiers may only travel TDY enroute** as it is not cost effective to the government to travel in any other manner.

7. I have PCSed several times in my career and never had to prove that I was the custodial parent to have my dependents placed on my orders. Why is Fort Hood the only installation that requires this?

We cannot definitively state what any other installation is doing as far as orders are concerned, but Fort Hood is interpreting the regulation properly per guidance from the JFTR and the proponent. Perhaps what causes the confusion on this matter is the action being established, which is “an entitlement to relocate Family Members, specifically children, at government expense.” Receiving an entitlement to relocate Family Members is the only action that is being determined by this office, and that is determined by the Soldier with the appropriate documentation. The question that answers this determination is “Who has the courts established and determined as the custodial or domicile parent?” The following are the categories and the required documentation needed in order to obtain orders that include Family Members:

Rule	If the Soldier is—	And has—	Then Soldier must—
1	A single female	Never been married	Sign a statement to the effect that the she is single, has not given guardianship of children to anyone else, and the children are not the product of a marriage.
2	A divorced female	Been established by the courts to be the custodial or domicile parent	Provide all pages of the divorce decree determining the custodial rights of the Soldier.
3	A divorced female	Has children that were not the result of the resolved union	Provide all pages of the divorce decree stating that the children are not a result of the marriage and sign a statement that she has not given guardianship of children to anyone else and that the children are not the result of a marriage.
4	A single or divorced male	Been established by the courts to be the custodial or domicile parent	Provide all pages of the divorce decree determining the custodial rights of the Soldier.

Please keep in mind the purpose of this entitlement determination is not to effect BAH/BAQ, whether a dependent has an ID Card, or enrolled in DEERS; but only as an entitlement to relocate Family Members at government expense.

8. Why was I sent to see my Career Counselor when I requested a change in my report date instead of Levy processing my request? Orders or assignment instructions (AI) are provided in two ways: Branch directed or Retention directed. If a Soldier is placed on AI by branch direction, then this office will process the request through EDAS IAW the regulatory guidance; however, if the AI are directed by retention (Soldier or spouse reenlisted for AI or mandatory MOS reclassification is directed), then any changes must be requested through retention. All requested changes for AI must be maintained in the same channels in which they were generated.

9. Why do I have to submit a DA Form 4187 to request changes to my orders? Soldiers are required and afforded ample opportunities to ensure their records are kept up to date. It is even more vitally important that our Soldiers take advantage of those opportunities with the back to back deployments. Since these opportunities are provided, orders are published from data in the personnel system from EDAS (top of the system) or from desk side levy briefings where information is provided directly from the Soldier. The purpose of the DA Form 4187 is to document the record and ensure the chain of command is aware of the actions Soldiers are requesting that involve their PCS movement. It also should trigger the chain of command's notice, especially request to add or remove Family members, of the fact that the records data is not being maintained as it should be. If changes are directed from the branch, it does not require any action or request from the Soldier.

10. What are the criteria to request a deletion or deferment of assignment? Per AR 600-8-11 and MILPER Message 08-147, Processing Request for Active Component Enlisted Deletion, Deferment, and Early Arrival— requests defined as being based on a personal need of the individual Soldier, will be submitted through the Enlisted Distribution and Assignment System (EDAS) IAW with regulatory and MILPER message guidance as soon as possible or within 30 calendar days of the EDAS cycle date, whichever occurs first. Requests submitted after the 30 calendar days **due to unforeseen circumstances** will not be rejected; however, they must include an explanation of the circumstances causing the late submission and the supporting documentation. Request for compassionate deletions and deferments , defined as being based on compassionate reasons or extreme family problems, will be submitted within 45 days of the EDAS cycle date or within 72 hours after a situation occurs (or becomes known to the Soldier). Requests for operational deletions and deferments, defined as being based on the needs of the losing command, are processed through the G-1 Office.

Rule	If Soldier is assigned to—	And has requested a(n)—	Then a DA Form 4187 requesting the specific action is signed by the Soldier, Commander, and the first O-5 in the Chain of Command <u>or</u> a DA Form 3739 signed by the Soldier is submitted to— (**See note for documentation needed for rule 4.
1	Any unit on Fort Hood	30,60,or 90 day deletion or deferment	To this office within 30 calendar days of the EDAS cycle date. Action will be processed within 24 working hours of receipt and a response can be expected from HRC within 7-10 working days.
2	III Corps or any Non-divisional unit on Fort Hood	Compassionate deletion or deferment	To this office within 45 calendar days of the EDAS cycle date. Action will be processed within 24 working hours of receipt and a response can be expected from HRC within 10-14 working days.
3	1 st Calvary Division	Compassionate deletion or deferment	The 1CD G-1 Office for processing. See 1CD for their procedures of processing this action

4	Any unit on Fort Hood	Operational deletion or deferment	See your G-1 for processing procedures. This type of action is not processed through the Reassignment Branch (Levy) under any circumstances.
---	-----------------------	-----------------------------------	--

****Note: Check with your G-1 for documentation need to process operational deletions or deferments**

11. Why are some Soldiers allowed to PCS with flags and others are not? As with most situations, it depends on the flag and the circumstances surrounding the flag. Some flags are transferable, meaning a Soldier may PCS with the flag in place. Some flags are not transferable, meaning the flag must be resolved or removed prior to a Soldier being allowed to move. If, however, a Soldier needs to extend or reenlist and a flag is in place, the flag will have to be removed in order to reenlist—if the flag is not removed, of course, the Soldier will not be able to reenlist.

12. Can I elect to retire in lieu of PCS if I receive assignment instructions? What actions must be taken if I elect this option? A Soldier having 19 years and 6 months or more of Active Federal Service (AFS) at the time of notification of assignment instructions may request a retirement in lieu of PCS. This action should be discussed in a levy briefing within 30 days of the EDAS cycle date. Upon then Soldier signing Part 6 of the levy briefing determining to elect this option, they must then see the S-1 to initiate a retirement package and submit to the Transition Office. **Soldiers electing this option must understand that this option is not like a request for voluntary retirement.** Soldiers retiring under this provision will have a retirement date no later than 6 months from the date of the EDAS cycle date or the first day of the month following the month in which 20 years of AFS is completed, whichever is the later. All service obligations must be fulfilled not later than the approved retirement date.

13. If I am on assignment instructions for Recruiting or Drill Sergeant, what action must be taken to receive orders? All Soldiers on assignment instructions for Recruiting, Drill Sergeant, or Special Management assignments **must attend a mandatory levy briefing with Mr. Torres.** These briefings are conducted on a walk-in, first come-first served bases. If you have questions about these assignments prior to attending the briefing, Mr. Torres can be contacted at 287-4105.

14. Where can I get a personal passport? This office is responsible for obtaining and providing official no-fee passports in conjunction with official government travel orders. Upon completion of levy briefings Soldiers report to the Family Travel Section to obtain and submit all of the necessary documentation to receive official no-fee passports. If a Soldier is not on official travel orders and wants to obtain a personal passport, the Main Post Office in Killeen (10th Street) or the Coryell County Courthouse in Gatesville are two of several places passports for personal use can be obtained. Photos for the personal passports may be purchased at Wal-mart or Walgreens.

15. What is needed to clear the Port Calls Section? The following items are required to be in your possession in order to obtain clearance from the Port Calls Section:

- (a) Installation Clearing Papers
- (b) DA Form 31 (Leave form)—the flight date cannot exceed the leave termination date.

- (c) Valid HIV results
- (d) Central Issue Facility (CIF) must be completely cleared
- (e) Two (2) complete copies of orders (be sure the orders are complete with all additional remarks and a seal)

16. Where am I authorized to fly from as I PCS from Fort Hood? Fort Hood has 3 authorized ports that we are contracted to schedule flight departures from: Killeen, Austin, and Dallas. Make sure contact is made with the Port Calls Section prior to scheduling any flight of any kind while PCSing. The Port Calls Office can be contacted by calling 287-5255.

17. Why can't I end my leave and fly any date prior to my report date? Orders published by this office always provide a "cushion" to allow for flight scheduling and "no arrival" policies of the gaining command. Some flights, especially during the summer surge, are booked more quickly than others; therefore, it is our responsibility to ensure that all Soldiers arrive to their gaining stations prior to the report date—this sometimes requires Soldiers to leave earlier or later in the period allowed for the "cushion". Be aware that Korea does not allow Soldiers to arrive in country on Friday, Saturday, or Holidays and Europe does not allow Soldiers to arrive in country on Saturday, Sunday, or Holidays. The sooner you make the proper arrangements, the more likely you are to get the flight date you seek.